

NUMBER PRD-05

PROPOSED COUNCIL STUDY ISSUE

For Calendar Year: 2005New X

Previous Year (below line/defer) _____

Issue: Consider New Policies to Reduce or Waive Fees for Community Use of City Recreation Buildings for Specific Types of Events

Lead Department: Parks and Recreation

General Plan Element or Sub-Element: Recreation and Fiscal Sub-elements

1. What are the key elements of the issue? What precipitated it?

The key elements of this issue would explore possible policies for Council to adopt regarding community use of City facilities, with a particular focus on how and when to provide community groups a waiver of, or reduction in, established fees for use of City facilities.

This issue originated when a San Jose resident approached City Council requesting a waiver of established fees for use of the Community Center for a fund-raiser to benefit a Columbia Middle School youth band. Council did not waive the fees, but rather paid the established fee to the Community Recreation Fund on behalf of the resident using monies from the General Fund. Council wrestled with how to handle future requests of a similar nature and requested that staff return with a recommended policy approach.

In adopting the FY2004/05 budget, Council approved a one year pilot policy to waive fees for park buildings use by non-profit groups of fewer than 20. The City also has an Administrative Policy governing community use of civic center conference rooms. These policies would be reviewed to ensure a consistent and coordinated approach to community use of facilities.

2. How does this relate to the General Plan or existing City Policy?

From the General Plan Recreation Sub-Element

Goal C: Develop and enhance the operation of the Community Recreation Fund, maintaining sound financial strategies and practices that will enable the City to provide an array of recreation programs, facilities, and services to a maximum number of citizens while minimizing the impact upon the general fund.

Policy C.1. Strengthen the use of the Community Recreation Fund as a means to increase financial self-sufficiency and to decrease dependence upon the City's General Fund.

C.1.b. Develop strategies to recoup an increased percentage of program costs, where appropriate, without limiting participation, and taking into consideration the

carrying capacity of facilities.

Policy C.2. Identify revenue sources and, where possible, increase revenues which can be allocated to recreation programming, facilities, and services.

C.2.a. Leverage available resources by pursuing co-funded and/or cooperative agreements for both expansion and maintenance of programs, facilities, and services, in order to maximize benefits to the community.

Policy C.3. – Utilize available pricing and promotional tools in order to maximize participation and/or use related programs, facilities and services, without jeopardizing the integrity and infrastructure of related facilities.

C.3a Utilize market-based pricing in the establishment of fees, and continually evaluate the effectiveness of pricing strategies.

C.3b Structure the pricing and enrollment system for class registration and facility reservation to give City residents advantage over non-residents, where feasible and appropriate.

E.1e. Provide fair and equitable policies and procedures for the use of all parks and recreation facilities which will take into account the impact of non-resident use.

From the General Plan Fiscal Management Sub-Element

7.1A.1i Establish user charges and fees at a level closely related to the cost of providing those services.

7.1A.1k For each enterprise fund, review fees annually and set them at a level that will support the total direct and indirect costs of the activity.

3. Origin of issue:

Council Member(s): Chu, Swegles

General Plan: _____

City Staff: _____

Board or Commission (identify name of the advisory body from the list below): _____

(Arts, Building of Code Appeals, BPAC, Child Care, Heritage, Housing and Human Services, Library, Parks and Recreation, Personnel and Planning)

Parks & Commission ranked this study issue 3 of 3.

Arts Commission recommended deferring this study issue.

Board or Commission ranking comments:

The Parks & Recreation Commission ranked this study issue 3 of 3 for consideration in calendar year 2005.

The Arts Commission recommended deferral of this issue for study until after calendar year 2005, noting that the update of the Recreation and Open Space Sub-Elements may address some of the same issues brought up in this study.

4. Multiple Year Project? Yes___ NoX Expected Year Completed 2005

5. Estimated work hours for completion of the study issue (use 5 or 8-hour increments):

(a) Estimated work hours from the lead department 75

(b) Estimated work hours from consultant(s) if applicable: 0

(c) Estimated work hours from the City Attorney's Office: 10

(d) Estimated work hours from Finance: 0

(e) Estimated work hours from other department(s):

Department: _____

Department: _____

Department: _____

Total Estimated Hours: 85

6. Expected participation involved in the study issue process?

(a) Does Council need to approve a work plan? Yes ___ No X

(b) Does this issue require review by a Board/Commission? If so, please list below: Yes X No ___

Arts, Parks and Recreation

(c) Is a Council Study Session anticipated? Yes ___ No X

(d) What is the public participation process?

Public participation would be provided through public hearings conducted by the Arts Commission, Parks and Recreation Commission, and City Council.

7. Cost of Study: Please mark appropriate item below. \$0

X Costs covered in operating budget - 640,642,644-Recreation

___ Costs covered by project - <project name>

___ Budget modification needed for study - <\$ Amount>

PROPOSED COUNCIL STUDY ISSUE FORM— CONT.
CONSIDER NEW POLICIES TO REDUCE OR WAIVE FEES FOR COMMUNITY USE OF CITY
RECREATION BUILDINGS FOR SPECIFIC TYPES OF EVENTS

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Explain below what the additional funding will be used for:

8. Potential fiscal impact to implement recommendations in the Study approved by Council, if any:

Mark a range for the items below:	\$500 or none	\$50K or less	\$51K - \$100K	\$101K - \$500K	\$501K or more
Capital expenditure range					
Operating expenditure range	Determined by study				
New revenues/savings range	Possible revenue loss determined by study				
Explain impact briefly:					

9. Staff Recommendation for this calendar year:

“For” Study ___ Explain:

“Against” Study ___ Explain. If staff suggests that this study should not be considered again in the future or deferred at this time, please include this in your explanation:

No Recommendation X

Note: If staff's recommendation is “for study” or “against study”, the Director should note the relative importance of this Study to other major projects that the department is currently working on or that are soon to begin, and the impact on existing services/priorities.

Reviewed by


 Department Director

10-26-04
 Date

Approved by


 City Manager

11/9/04
 Date